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17 JUL 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Report

1. Attached is our report for Fiscal Year 1969 as requested by your 1 July memorandum.
2. Generally, the report reflects a continuation of activities in all of the areas for which the Special Activities Staff is responsible. In some cases the figures are slightly lower than for the preceding year, although in several categories the opposite is true. For instance, the Personnel Evaluation Board was more active this past year, and the Applicant Review Panel handled a somewhat larger number of cases.
3. The report does not reflect certain items which are worthy of mention: one involves the inception of the new separation compensation procedures, which we know now will find greater use in the current Fiscal Year. (The deactivation of the [REDACTED] will alone produce approximately half a dozen such cases.) Another item which should be highlighted is the close control and follow up the Staff is now giving disability retirement cases for which we are responsible (mainly cases resulting from the Fitness for Duty procedure or from Personnel Evaluation Board review). Since these are usually the most difficult of the retirement cases handled by the Office of Personnel, close monitoring and coordination with other offices concerned is essential.
4. As for future goals, the main goal will be to do more of the same, only better. Experience shows that in handling "problem cases" which usually means people with problems of a serious nature (serious at least to the individual) the only limit to what can and should be done is determined by time, skill and patience.

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[REDACTED]
Chief, Special Activities Staff
Office of Personnel

Attachment

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